

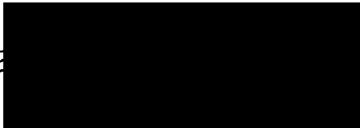
JUL 21 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Request for Approval of T/O Increase for the
Special Projects Staff/FI.

1. The proposed T/O increase would provide for a secretary-stenographer, GS-7, in the Special Projects Staff/FI (Tab A).
2. The Assistant Director for Personnel has approved the proposed T/O change (Tab B).
3. The Chief, Budget Division, has provided for funds to support the proposed increase (Tab C).
4. It is recommended that the subject request be approved as submitted.

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O&M Examiner *C. C. C.*

Attachments:

- Tab A - T/O increase.
- Tab B - Approval of AD/P.
- Tab C - Budget Divn. to provide funds.

APPROVED:

Date: JUL 21 1954


Chief, Management Staff

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MS 182
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15 June 1954

MEMORANDUM FOR: Deputy Director (Administration)
ATTENTION: Management Staff
VIA: Chief of Administration, DD/P
SUBJECT: Increase in T/O of Special Projects Staff/FI
REFERENCE: Our memorandum dated 16 March 1954, subject:
Increase in Ceiling for Special Projects
Staff/FI

1. On instruction from Chief of Operations, DD/P, it is requested that the Table of Organization of SPS/FI be increased by one position, secretary-stenographer, GS-7, to service the encumbents of the positions requested in the reference.

2. It is understood that this increase in FI/SPS will be within the DD/P ceiling and that position BW 41--secretary, GS-7--will be deleted from the PP Staff T/O to accommodate this request.

3. This request was previously submitted on 21 April 1954, but has apparently been misrouted or lost.

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Chief, Administration
Foreign Intelligence

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JUL 7 1954

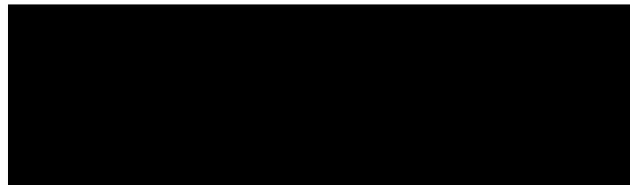
MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Increase in T/O of Special Projects Staff/FI

REFERENCE : Memorandum from Chief, Administration Foreign Intelligence, dated 15 June 1954, same subject

1. The Office of Personnel approves the basic request to establish a position of Secretary (Steno), GS-0318.01-07, in the Special Projects Staff/FI.

2. Investigation reveals that this is actually a transfer of a position which should have been accomplished when the Chief, Special Liaison Branch position was transferred to Special Projects Staff from the PP Staff, 29 April 1954.



Harrison G. Reynolds
Assistant Director for Personnel

FOIAb3b

Attachment:
As Stated Above

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Red net*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of the Management Staff

DATE:


19 JUL 1954

FROM : Chief, Budget Division

SUBJECT: Increase in T/O of Special Projects Staff/FI

1. Reference is made to the memorandum from the Chief of Administration/FI Staff to the Deputy Director (Administration) dated 15 June 1954, same subject.

2. The Budget Division will arrange to transfer sufficient funds from PP Staff to FI Staff to cover the requirements of the position in question for FY 1955.

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JUL 20 1954